

PD-73 Addendum published via mainframe email, effective immediately:

Message ID: 914136

Date: 03/07/18

Time: 02:55 p.m.

TO: All Personnel Manual Holders

FROM: Patty Garcia,  
Director  
Human Resources Division

SUBJECT: Addendum to PD-73, "Selection Criteria for Correctional Officer Applicants"

In an effort to further enhance our correctional officer recruiting efforts, the TDCJ is exempting applicants with a degree from a Texas institution of higher education from the correctional officer pre-employment test.

As a result, PD-73, "Selection Criteria for Correctional Officer Applicants," is being amended. Effective immediately, Sections I.O and IV.A are amended as follows:

- Procedures I, Basic Eligibility Criteria, Section O is revised to include the following:

The following applicants are exempt from the pre-employment test; however, must still meet all other eligibility criteria:

1. A veteran of the armed forces; or
2. An applicant with a degree from a Texas institution of higher education. The exemption applies only to Texas colleges and universities accredited by the Southern Association of Colleges and Schools Commission on Colleges as recognized by the Texas Higher Education Coordinating Board.

- Procedures Section IV, Screening Process, Section A is revised to include the following:

A veteran of the armed forces or an applicant with a degree from a Texas institution of higher education are exempt from the pre-employment test. The college exemption applies only to Texas colleges and universities accredited by the Southern Association of Colleges and Schools Commission on Colleges as recognized by the Texas Higher Education Coordinating Board.

All human resources representatives are requested to post this email addendum in a common use area. All personnel manual holders are requested to insert this email addendum in front of PD-73.

PD-73, "Selection Criteria for Correctional Officer Applicants," is currently in revision to include this procedural change.

If you have any questions, please contact Paula Gilbert, Manager, Employment at (936) 437-4060.

Authority: Patty Garcia  
Director,  
Human Resources Division